

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1278

TITLE: ARCHIVES TECHNICIAN

GRADE: S-16

DEFINITION:

Under general supervision, to perform specialized archival and records management duties assigned and required in the proper administration of the County Archives and Records Center; and to do related work as required.

TYPICAL TASKS:

Assists in the identification and preservation of mandated archival materials through the establishment of finding aids, guides, and other reference tools;

Coordinates all agency records transfers and retrievals involving the Records Center;

Initiates reference and retrieval activities as required by agency personnel and citizens;

Informs agencies of proper procedures in the utilization of the public record as defined in the Code of Virginia;

Is responsible for allocation of the space required for the proper storage of inactive agency records;

Assists in comprehensive records surveys and seminars involving unique or complex records groups;

Assures agency compliance with legal and administrative requirements in the transfer, storage, and retrieval or disposition of public records;

Assists in the compilation of a variety of statistics and reports related to records management operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of proper procedures and legal requirements for the utilization of public records;

Knowledge of the preservation of archival materials;

Ability to prepare finding aids, guides, and other reference tools;

Ability to determine space allocation requirements for record storage;

Ability to participate in records surveys and seminars;

Ability to prepare reports;

Ability to deal effectively with County personnel, professional researchers, and the public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to high school graduation or a G.E.D. issued by a state department of education, supplemented by college level course work in American history, American studies, library science, or a related field; plus two years of experience in cataloging and managing public records, preferably in a "records center" environment.

ESTABLISHED: June 18, 1984

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